

MONROE COUNTY

JOB DESCRIPTION

Position Title: DIVISION DIRECTOR GROWTH MANAGEMENT

Date: Dec 12, 2002

Position Level: 14

FLSA Status: Exempt

Class Code: 14-8

GENERAL DESCRIPTION

Primary function is to guide, direct, manage and administrate the Growth Management Division Departments that consist of Code Enforcement, Planning, Marine Resources, Building and Environmental Resources.

KEY RESPONSIBILITIES

1. *Respond to inquiries by telephone to the general public , BOCC, County Attorney, State and Federal agencies which include property right issues, land development regulations, code compliance, environmental concerns and park and recreation development.
2. Interviews applicants, review applications and recommends hiring of all division personnel. Directs, implements and monitors all county programs regarding personnel issues within the Division.
3. Plans, controls, staffs, organizes, represents and directs all Division programs in the county.
4. * Carry-out County Administrator and BOCC directives.
5. *Provide assistance to legal staff and appear before the judicial system.
6. *Provide policy recommendations on growth management issues and programs to County Administrator, BOCC, and other Divisions. Consults with the County Administrator periodically concerning issues, problems, and progress of the Division.
7. Respond to written inquiries from the public.
8. *Speaks to civic clubs, homeowners, property owners, radio , t.v. and newspaper as required. Official Spokesperson for all Division issues.
9. Administer grants and consultant contracts.
10. *Prepares, reviews, edits, recommends and monitors the division's budgets.
11. Prepares, reviews, edits and approves items to be forwarded to the County Administrator for placement on the County Commission's meeting agenda and handle presentations at meeting with staff participation as necessary.
12. *Serves as Division coordinator for County Administrator during disasters to best utilize resources of division.
13. Carry out such other projects as may be required to accomplish the function of the Division.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Position Title: DIV. DIR., GROWTH MGMT	Class Code: 14-8	Position Level: 14
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KEY JOB REQUIREMENTS	
<i>Education/Experience:</i>	Requires Master's Degree and 7 – 10 years experience OR Bachelor's Degree and 12 years progressively responsible experience in related field.
<i>Impact of Actions:</i>	The position has primary responsibility for the long-range future of Monroe County and affects operations beyond the scope of Monroe County government.
<i>Complexity:</i>	Highly Complex: Work is broad in scope covering one or more complicated areas. Policy, procedures, or precedent are typically created by this position. A high degree of analytic ability and inductive thinking is required to devise new, non-standard approaches to highly intricate, technically complex problems.
<i>Decision Making:</i>	Multifaceted: Supervision is present on a limited time basis to review broad objectives. Independent judgment is required to review and approve major recommendations, establish procedures, and coordinate technical and administrative recommendations with County-wide policies.
<i>Communication with Others:</i>	Requires continuing internal and external contacts involving difficult formal negotiations calling for well-developed sense of timing and strategy and detailed explanation and interpretation of policies, rules and regulations and managing relationships at the highest level.
<i>Managerial Skills:</i>	Responsible for supervising multiple functions, with full responsibility for effective operation and results.
<i>Working Conditions/ Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	Division Director, as part of senior management, is expected to be available as necessary to fulfill job obligations.
<i>Other:</i>	Florida Driver's License.

APPROVALS
<i>County Administrator:</i> Name: _____ Signature: _____ Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____